

# **MOBIUS Course Outline**

## ***Overview of MOBIUS***

Navigation Techniques

## ***Modifying the Display***

Changing the Font

Moving Columns

Copying Columns

Hiding Columns

Freezing Columns

## ***Exporting Data and Creating Policies***

Export data into Excel

Load an existing policy

Create a policy

Export the policy data into Excel

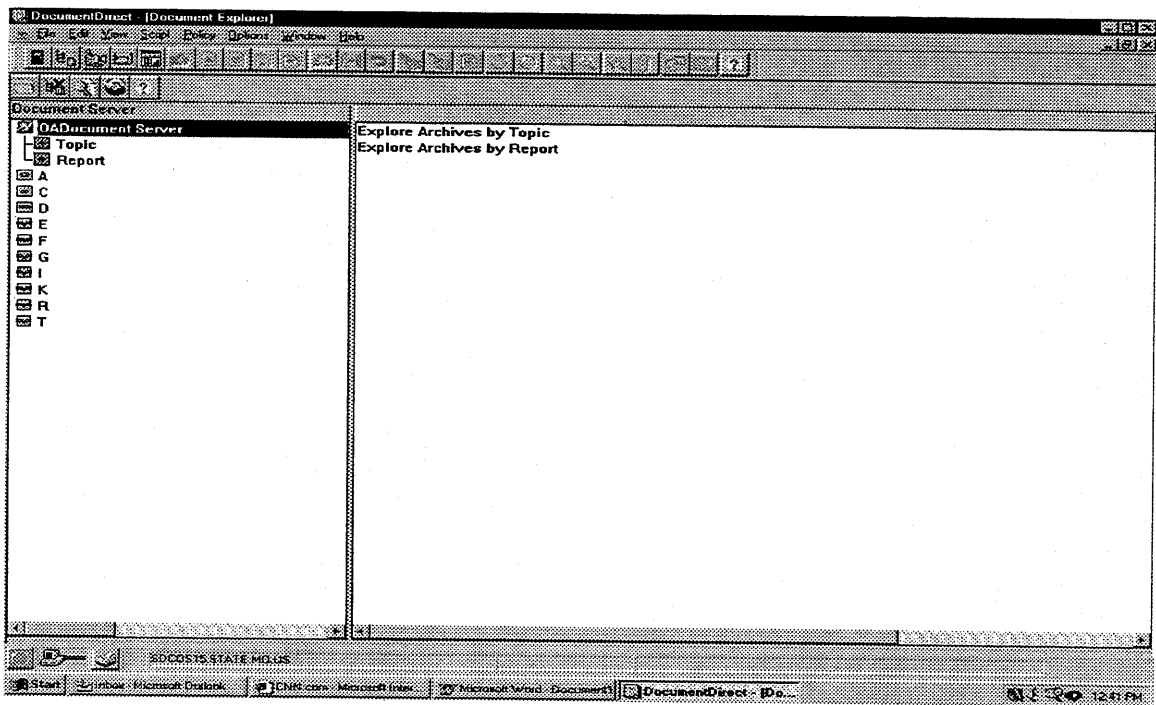
## ***Scripts***

Create a script

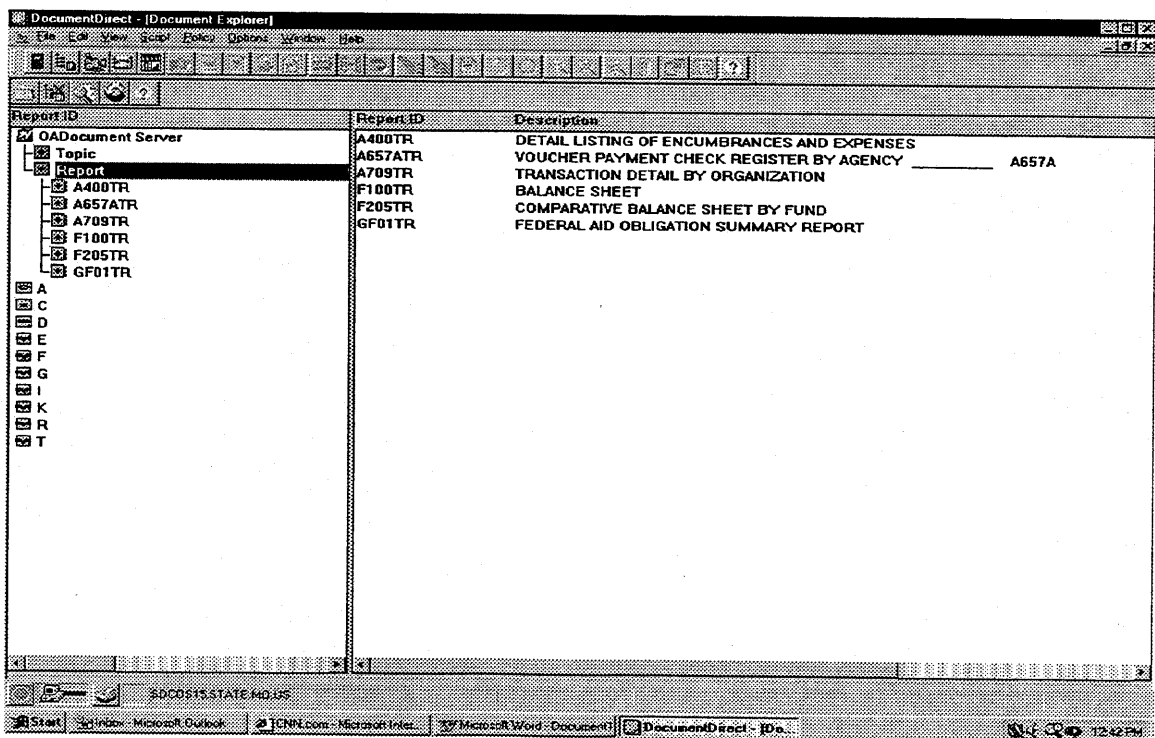
Run the script

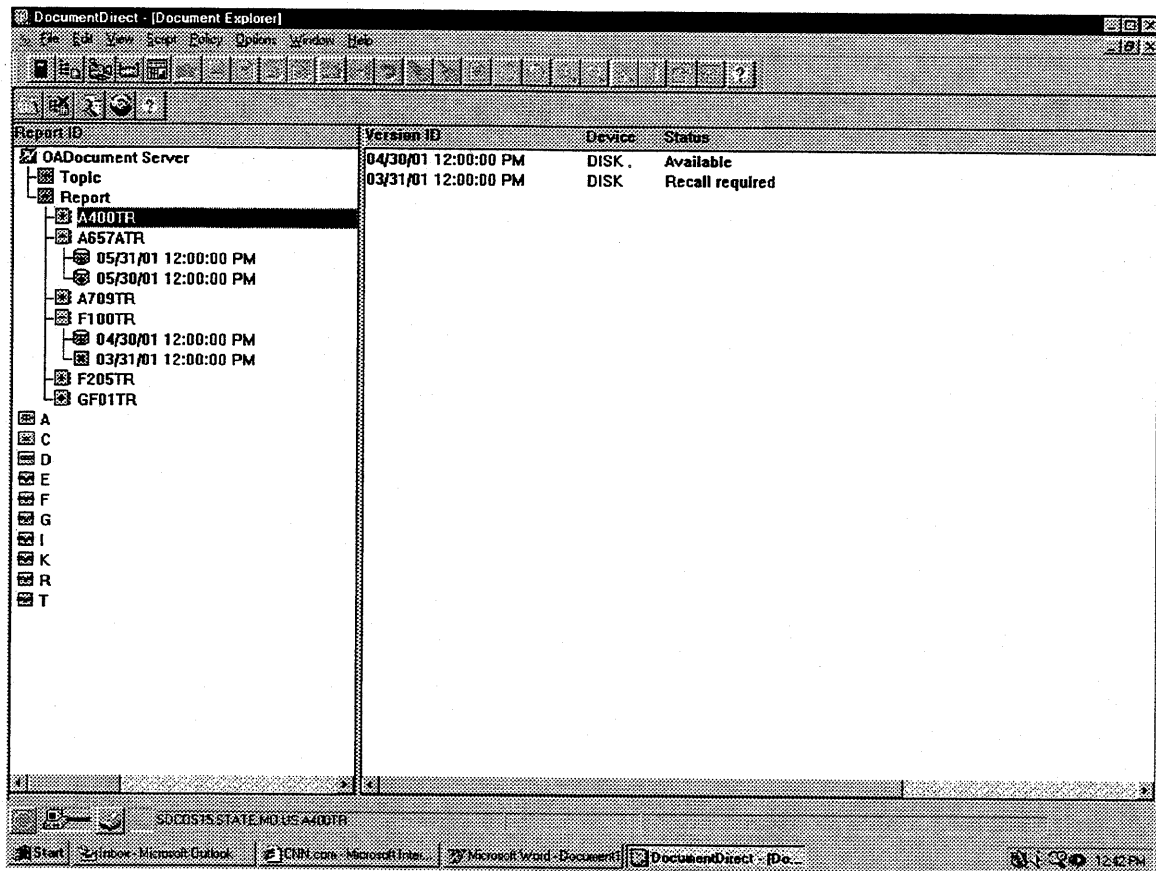
## ***Printing***

Print dialog box



MOBIUS Management Systems created the DocumentDirect product to allow users the ability to view data online, export data into external applications, annotate documents and print data using one single interface. By clicking on the plus sign to the left of Report you will see the report options available to you. The right side of the Navigator window shows the actual Report ID as well as a description of the report. The left pane of the navigator window shows the drives for which you have access.

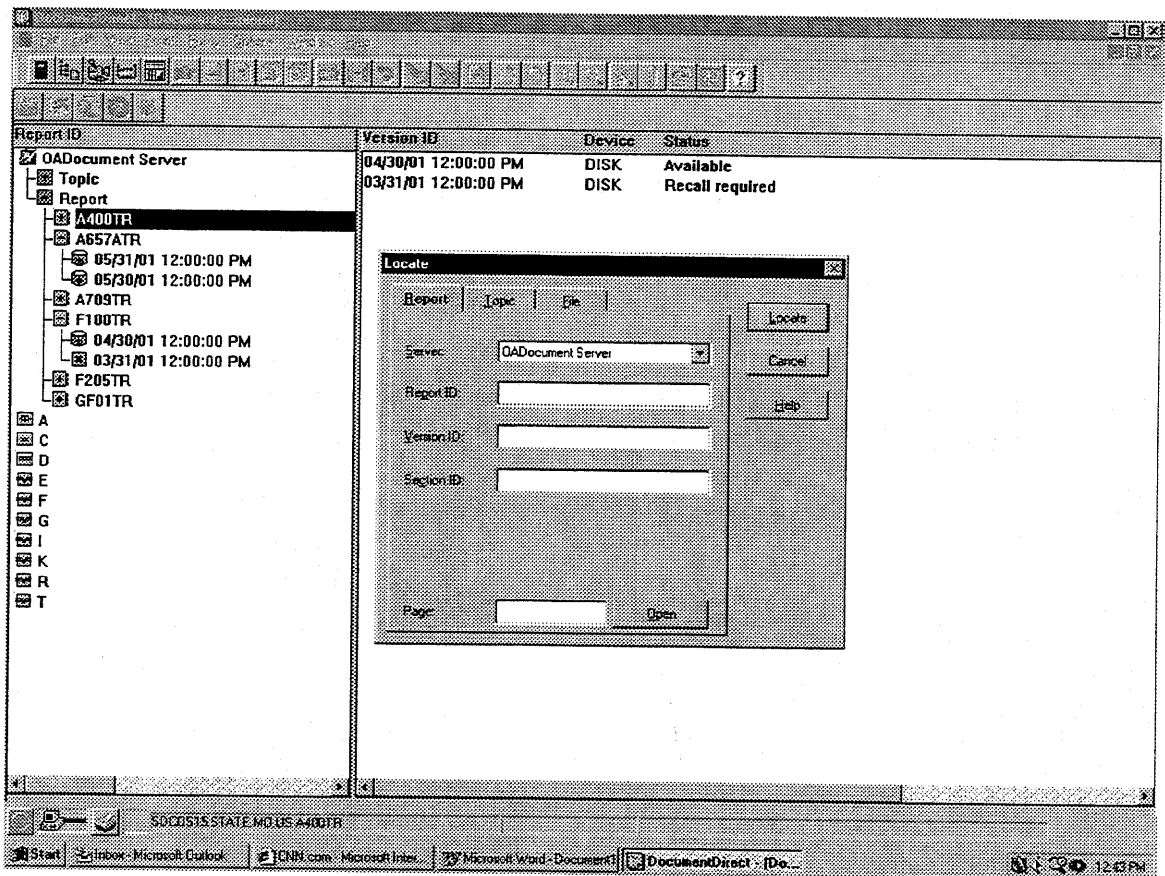




By clicking on the plus sign to the left of Report you will see the report option available to you. The right side of the Navigator window shows the actual Report ID as well as a description of the report.

To find the versions available under your Report ID click on the plus sign to the left of the report. You may see several different icons along with the report date and time.

- The yellow cylinder with the plus sign indicates that the report is available at this time.
- The gray box with the X represents reports that have been archived. The report is still available but you will send a recall request when you try to select that report. When you get a message that says the "Recall request has been sent. Try again later" You should be able to access that report within the next 5 minutes.
- If the report has the red no volume symbol ☹. The volume is not available and you will need to request that version.



The Locate dialog box allows access to the report by filling in the field information for report, topic or file. The Locate icon can be found on the Navigator toolbar. If you know what page you are looking for you can type in the page number along with the report information and click the Open button on the bottom of the dialog box. If you are unsure what your page number is and you want to locate the report and then view the page listing click on the Locate button on the top right of the dialog box.

Using the Locate button from the DocumentDirect navigator does not incur any costs from viewing the page in MOBIUS.

DocumentDirect - [SDCOS15.state.mo.us: A657ATR [20010531120000]]

05/30/01  
REPORT ID: A657A  
STATE OF MISSOURI  
VOUCHER PAYMENT CHECK REGISTER BY AGENCY  
FOR CHECKS WRITTEN 05/31/01  
PAGE 1

AGENCY: 860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	DORFUELTX	863QR100013504	05 29 01		V14501NF130	11,116.00
						TOTAL FOR CHECK:	11,116.00
00006157189	ALLARD, BARBARA	DORFUELTX	863V14501NF045	05 25 01		V14501NF0045	34.00
						TOTAL FOR CHECK:	34.00
00006157190	ALLEN, DENNIS E	DORFUELTX	863V14501NF038	05 25 01		V14501NF0038	17.00
						TOTAL FOR CHECK:	17.00
00006157191	AUG, CHARLES D	DORFUELTX	863V14501NF070	05 25 01		V14501NF0070	31.00
						TOTAL FOR CHECK:	31.00
00006157192	BARKLEY, JAMES	DORFUELTX	863V14501NF067	05 25 01		V14501NF0067	51.00
						TOTAL FOR CHECK:	51.00
00006157193	BARKLEY, JAMES	DORFUELTX	863V14501NF104	05 25 01		V14501NF0104	142.00
						TOTAL FOR CHECK:	142.00
00006157194	BEAMER HANDLE CO INC	DORFUELTX	863V14501NF027	05 25 01		V14501NF0027	43.00
						TOTAL FOR CHECK:	43.00
00006157195	BEISLY OIL CO	DORFUELTX	863V14501NF097	05 25 01		V14501NF0097	340.00
						TOTAL FOR CHECK:	340.00
00006157196	BERDEAVY, ROBERT H	DORFUELTX	863V14501NF050	05 25 01		V14501NF0050	180.00
						TOTAL FOR CHECK:	180.00
00006157197	BERTRAM, FRED	DORFUELTX	863V14501NF044	05 25 01		V14501NF0044	149.00
						TOTAL FOR CHECK:	149.00

Section: 000AD01 Pg 1 of 12

Start | Explorer - Microsoft Outlook | Microsoft Word - Document | DocumentDirect - [S...]

12:45 PM

The DocumentDirect window consists of a title bar, menu bar, status bar and toolbar.  
The status bar at the bottom of the screen is your information bar. To navigate through the window you may use the following options:

Page Down—scrolls down the report one screen of lines at a time

Page Up—scrolls up the report one screen of lines at a time

Ctrl+Page Up—goes to the top of the previous page

Ctrl+Page Down—goes to the top of the next page

Arrow keys—allow you to move one position

Ctrl+Home—goes to the upper left row or column of the current page

Ctrl+End—goes to the lower right row or column of the current page

To set the caret in the report right click in the area and select Set Caret off the quick menu

*blinking cursor is not the caret*

# Changing the Display of the Report

- Changing the Font
- Moving columns
- Copying columns
- Hiding columns
- Freezing columns